



## **REQUEST FOR SITE PLAN REVIEW**

### **APPLICATION**

The Site Plan application must include the following information and documents that demonstrate compliance with the City's Code of Ordinances:

- i. Completed Application with Proposed Uses
- ii. Detailed Site Plan showing proposed streets, buildings, parking areas, access easements and other pertinent site features
- iii. Landscape Plan
- iv. Building Elevations
- v. Lighting Plan
- vi. Preliminary Civil Plans
- vii. Review Fee (\$1,500)

### **PROCESS**

1. An application for a Site Plan shall be processed in accordance with the City's procedures for determining whether an application is complete. Following a determination of completeness, the Director shall approve, approve with conditions or deny the application for a Site Plan and shall notify the applicant of the decision.
2. Denial or conditional approval of a Site Plan by the Director may be initially appealed to the Planning and Zoning Commission and, following the recommendation of the Commission, to the City Council. The appeal shall be filed within 30 days of the date of the Director's action on the application for approval of a Site Plan.
3. The Director in making an initial decision on a Site Plan application, the Planning and Zoning Commission in making recommendations to the City Council, or the City Council in deciding the application for Site Plan approval, shall determine whether the Plan is consistent with the Regulating Plan for the property (if there is one), and meets the goals, intent and standards of the City's Code of Ordinances.
4. Regulating Plan Required
  - a. Intent. The intent of a Regulating Plan is to ensure that access both within and to adjacent parcels of land will function properly and be ensured. It is also intended to ensure a comprehensive provision of amenities as the overall project develops out.
  - b. Regulating Plans shall be required of multi-phased projects of 5 acres or more or which involve subdivision into smaller parcels.

5. Site Plan Amendments

- a. Amendments to an approved Site Plan may be accomplished in the same manner as approval of the original Site Plan.
- b. An amendment to an approved Site Plan must be made prior to the time for lapse of approval provided below. In the event an amended plan is approved, the approving authority amending the plan shall specify the time for lapse of such approval, consistent with below.

6. Lapse of Approval

If a Building Permit has not been obtained within one (1) year following approval of a Site Plan approval, such plan shall lapse unless the property owner requests an extension prior to the expiration of the one-year period. The request for extension shall be considered by the Planning and Zoning Commission. The authority may grant an extension of the time for expiration of the Plan for a period not to exceed one (1) year from the original expiration date of the application approval.

Every request for extension shall include a statement of the reasons why the expiration date should be extended. The approving authority may grant a request for extension upon demonstration that circumstances beyond the control of the applicant have resulted in the applicant's inability to perform the tasks necessary to prevent the Site Plan from expiring before the lapse date.

For Office Use Only

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_



## SITE PLAN REVIEW APPLICATION FORM

(please print or type)

### Personal Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: Home ( ) Work ( ) Fax ( )

Email Address: \_\_\_\_\_

Status (check one): ☐ Owner ☐ Agent (if agent, attach notarized Letter of Authorization)

### Property Description

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Proposed Use(s) & Description(s): \_\_\_\_\_

Existing Property Use or State None: \_\_\_\_\_

Acreage and Proposed Square Footage: \_\_\_\_\_

Parking Ratio & Parking Required: \_\_\_\_\_ Parking Provided: \_\_\_\_\_

Does owner own adjacent property? ☐ Yes ☐ No

Structure (check one): ☐ Addition to existing building - \_\_\_\_ sf **OR** ☐ New construction

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. I agree to be bound by, and to comply with any terms or conditions imposed by such permit. I further acknowledge that approval of the Site Plan Application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**BEFORE ME**, A Notary Public in and for \_\_\_\_\_, on this date personally appeared \_\_\_\_\_ (Applicant) who duly states that all facts on this application are true to the best of his/her knowledge.

**SWORN TO** and **SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public, Bexar County, Texas  
My Commission expires: \_\_\_\_\_